



29 May 1996

THE US AIR FORCE MISHAP PREVENTION PROGRAM

NOTE: AFI 91-202, 22 July 1994, is supplemented as follows. This supplement establishes the Air Intelligence Agency mishap prevention program requirements. It applies to major staff offices, commanders, functional managers, supervisors, and all other AIA personnel. It also applies to the safety offices with full-time safety professionals assigned to the wing, centers, and groups. It does not apply to AIA-gained Air National Guard or Air Force Reserve units. Send AIA unit instructions and supplements to AFI 91-202, AIA supplement 1, to HQ AIA/SE, 102 Hall Blvd Ste 203, San Antonio TX 78243-7027.

SUMMARY OF REVISIONS

Aligns AIA supplement 1 to AFI 91-202. Adds guidance for developing and managing the unit commander's ground safety program. Amplifies the safety offices at the wing, centers, groups, and unit-level safety representatives. Defines criteria for formal safety inspections and adjective rating system and provides guidance for unit flight safety, officers (FSO), additional duty explosive safety, officers (ADESO), and NCOs regarding program management of those specific programs.

Table of Contents (*Forms Prescribed*)

AIA Form 137. Safety Inspection Report.

1.8.8. The diversity of AIA units makes it impractical to provide specific program guidance to every level of the agency; except where noted, the contents of this supplement apply to all AIA organizations. The safety professionals at the wing, centers, and groups are authorized to publish appropriate mishap prevention guidance, if necessary, to implement a safety program in all of their subordinate organizations; that is, squadrons (SQDN), detachments (DET), operating locations (OL), and geographically-separated units (GSU).

1.8.9. The Chief of Safety (HQ AIA/SE) is directly responsible to the Commander (AIA/CC). However, this does not relieve any other major staff office, functional manager, or individual of the responsibility for safeguarding life and property. HQ AIA/SE:

- Participates in systems safety programs for aerospace systems according to AFI 91-102, *Nuclear Weapon System Safety Studies, Operational Safety Review, and Safety Review, and Safety Rules*, AFI 91-205, *Non nuclear Munitions Safety Board*, and MIL STD 882C, *System Safety Program Requirement*
- Ensures safety, considerations are identified for each integral part in major modifications, maintenance, and test programs.

1.8.12. Additional safety and health responsibilities and services required by the host or tenant are included in host-tenant support agreements (HTSA), memorandums of agreement (MOA), or memorandums of understanding (MOU). Additional safety services provided by the host safety office depend on the availability and assignment of primary duty safety personnel within the tenant unit. The safety program managers at the wing, centers, and groups:

- Conduct annual analysis of applicable safe inspections, mishaps, deficiencies, and hazard reports to identify, problem areas. Significant findings are presented to the commander and staff at safety council meetings or through other means.
- Ensure appropriate safety disciplines, review contracts (construction and services), deployments, and exercises.

2.1. Primary duty safety personnel are assigned duties directly associated with the job elements described in AFI 91-202. Safety positions are filled with qualified personnel. Full-time safe professionals hold the Air Force specialty code (AFSC) 1SOXO or OPM Standard GS-018, and possess a Top Secret, sensitive compartmented information (TS/SCI) clearance. It is recommended that chiefs of safety are qualified in the various safety disciplines; that is, Ground, explosive, systems, space, and nuclear surety. Full-time safety personnel are members of their organizations exercise evaluation teams (EET) as safety- advisors and observers, if the organizations have such a team.

2.3. Commanders and functional area managers not authorized full-time safety personnel should appoint a collateral duty unit safety, representative (USR) to assist in implementing the safety program within their organizations. Failure to appoint a USR does not relieve the organizational commanders of their responsibility to comply with this directive. Provide a copy, of the appointment letter to the base or the safety office at the wing, centers, or groups which have operational and administrative control.

2.6.1. Each AIA unit should establish a safety publication library. At a minimum, libraries should contain applicable Air Force Instructions (91 series) and Air Force Occupational Safety and Health (AFOSH) standards. Units should review AFIND 17, *Index of the Air Force Occupational Safety and Health (AFOSH) Standards, Department of Labor Occupational Safety, and (OSHA) Standards, and National Institute for Occupational and Health (NIOSH) Publications*, to identify applicable instructions and standards.

2.7.2 All unit commanders should actively participate in host base safety committees and councils. The unit commander may select a designated representative. This individual has the authority to act and speak on behalf of the commander on occupational safety and health (OSH) matters.

2.7.2.1 (Added) **Unit Safety Councils.** Units with an assigned personnel strength in excess of 250 should establish an internal safety council. A safety council provides an excellent forum to promote safety, awareness, up-channel safety issues, determine abatement and corrective actions, and ensures commanders are informed and aware of the overall posture of the unit's safety program.

2.7.3. (Added) Each unit involved in flight operations should have a flight safety council (FSC) or equivalent. The FSC is a forum for open and proactive discussion of flight safety issues in an integrated, multidisciplinary fashion. The FSC advises the commander on flight safety-related matters and recommends actions for identified areas of concern. The FSC should meet every 6 months and may meet in conjunction with any other recognized safety meetings or councils.

2.9. (Added) **Manning.** Coordinate all requests for unit manning document (UMD) changes in the functional account code (FAC) 1060 through 1065 with HQ AIA/SE, 102 Hall Blvd, Suite 203, San Antonio TX 78239-2072, before submitting requests to the local management engineering team.

3.1.2.1. (Added) Safety- professionals at the wing, centers, and groups schedule and conduct annual facility inspections and program evaluations of all subordinate units which exceed 25 people. Organizations with less than 25 people assigned are inspected every-24 months. Organizations designated as classified locations are exempt from this requirement. Annual flight, ground, and explosive inspections are conducted jointly when possible. Upon completion, forward copies of annual inspections conducted by host base safety offices to the safety offices at the wing, centers, or groups.

NOTE: Groups, squadrons, detachments, and operating locations inspected annually, by, their respective host installation safety offices do not require annual inspections by the safety offices at the wing, centers, or groups. However, HQ AIA/SE and, or, the safety professionals at the wing, centers, or groups reserve the right to conduct notice and no-notice safety, compliance inspections and program evaluations at their discretion or by the direction of the HQ AIA/SE.

3.1.2.2. (Added) Use AIA Form 137, **Safety Inspection Report**, to document safety, inspections (for example-, Annual, spot, or high interest). Safety professionals at the wing, centers, and groups are authorized to use other procedures (for example; forms and letters) to record inspection results and reports,

3.1.3. Safety offices at the wing, centers, or groups establish the frequency of spot inspections (monthly is recommended) and ensure activities which operate around the clock are adequately supervised at times other than normal duty hours. The USR maintains documented AIA Forms 137 for 24 months,

3.1.3.1. The safety office determines the high interest areas at the wing, centers, or groups. High interest areas are inspected monthly. Document destruction systems (DDS) and burn (incinerator) facilities are considered high interest work areas or operations. The unit commanders at the wing, centers, and groups identify the additional work areas and facilities as necessary.

3.3. Safety professionals at the wing, centers, or groups will accompany and augment the HQ AIA/IG when conducting mission effectiveness inspections (WI) at their subordinate units. Safety inspectors or assessors provide formal written inputs to the team focusing on the application of published AF quality principles. Safety inspectors conduct a safety program-evaluation or facility compliance inspection. A five-tier adjective rating system (outstanding down to unsatisfactory) is used to rate the inspection. All associated costs, travel, per diem, etcetera, that accompany the HQ AIA/IG is provided by the HQ AIA/SE. Adjective ratings are as follows:

- **Outstanding.** Performance or operation far exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are efficiently managed and of exceptional merit. Few, if any deficiencies exist.
- **Excellent.** Performance or operation exceeds mission requirements. Procedures and activities are carried out in a superior manner. Resources and programs are effectively managed, relatively free of deficiencies.
- **Satisfactory.** Performance or operation meets mission requirements. Procedures and activities are carried out in an effective and Competent manner. Resources and programs are efficiently managed. Minor deficiencies may exist, but do not impede or limit mission accomplishment.
- **Marginal.** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not efficiently managed. Deficiencies exist that impede or limit mission accomplishment.
- **Unsatisfactory.** Performance or operation does not meet mission requirements. Procedures and activities are not carried out in an adequate manner. Resources and programs are not adequately managed or implemented. Significant deficiencies exist that preclude or seriously limit or degrade mission accomplishment.

3.4. Safety staff assistance visits (SAV) are conducted as needed at the discretion of the safety offices at the wing, centers, and groups, or HQ AIA/SE.

3.4.1. (Added) Responsibilities:

- Safety offices at the wing, centers, or groups are authorized to conduct SAVs on a regular basis or when requested by the unit commander.
- Safety offices at the wing, centers, or groups conduct SAVs to AIA-gained units for which they have advisory responsibility. Visits are scheduled when, in the opinion of the advisory unit and the unit concerned, they are beneficial in improving safety program effectiveness.
- The SAV program is designed to provide flexibility in determining which units are visited, the frequency of the visits, and the functional safety areas involved.
- SAV provides the opportunity for a two-way flow of information to ensure customer feedback is solicited and acted upon.

5.2.1. Submit status reports of open and closed mishap recommendations to the safety offices at the wing, centers, groups and, or, if applicable, to HQ AIA/SE.

6.2. The USR must complete the USR safety training within 30 days of his or her appointment. Annotate the training dates on the formal USR appointment letter and file in the Unit Safety Program Management Folder. Personnel at GSUs may receive training from the host installation or by using a training guide developed by the parent unit. Competent safety, personnel conduct this training.

6.2.1. (Added) Training Outlines. Flight, ground, and explosive safety outlines and guides are developed and distributed to all subordinate units, by the safety professionals at the wing, centers, or groups. The outlines provide basic program elements for the respective functional safety areas.

- Ensures the training is available and all applicable areas are adequately covered.
- Requires an annual review of training material and maintains a record of training provided to additional duty safety representatives (ADSR).

6.3.6. (Added) Ground Safety. Civilian and military personnel appointed as a ground safety manager (GSM) or in a supervisory position should attend the Ground Safety Management Course. HQ AIA/SE establishes formal training requirements through the Air Education and Training Command (HQ AETC).

6.3.7. (Added) Schools Monitor. HQ AIA/SE is the point of contact for safety professionals at the wing, centers, and groups concerning safety schools, and serves as liaison with the Chief of Education and Training Division (HQ AIA/DPT) for training quotas. Each safety office at the wing, centers, or groups ensures HQ AIA/SE is aware of their unit's safety training requirements for courses listed in Air Force Catalog (AFCAT) 36-2223. HQ AIA/SE provides guidance for attendance at any other special safety courses.

7.12.1. (Added) Membership should include the unit FSO or NCO.

7.12.2. (Added) The additional duty flight safety officer (ADFSO) and NCO function as the primary liaison between the host base flight safety office and unit flight personnel. The ADFSO and NCO distribute any information provided, keep copies, minutes, and other related items in the unit flight safety continuity folder.

7.12.3. (Added) Submit a report of the current status of unit open and closed mishap recommendations to the safety offices at the wing, centers, or groups and forward an information copy to HQ AIA/SE.

7.13. (Added) Operational and Training Squadron Flight Safety Program.

7.13.1. The unit commanders appoint a flight-qualified and rated officer or NCO to function as the ADFSO. These individuals are responsible for developing and managing the units internal flight safety program. The ADFSO assists the installation FSO in investigating minor incidents, product quality deficiency reports (PQDRs), and in accomplishing the necessary safety related duties.

7.13.2. (Added) The ADFSO assists the host base FSO with the installation program. The ADFSO is assigned the majority of the following actions; however, it is recognized that missions and manning vary between units. This requirement ensures actions are accomplished at the squadron, the division of responsibilities is agreed upon and standardized within a given unit. The squadron commander ensures the unit FSO and NCO accomplish the following actions.

- Upon appointment. contact the host base safety office for required training.
Administer the unit flight safety program using this supplement as a guide and management tool.
- Disseminate flight safety information to unit crew members.
- Forward all significant flying safety matters, which cannot be corrected at the unit level, through the unit commander to the installation. Chief of Safety and, or, safety offices at the wing, centers, or groups and provide a information copy to HQ AIA/SE.
- Assist in conducting unit flight safety inspections as required according to AFI 91-202.
- Ensure the unit maintains a current file of applicable safety directives, to include AFI 91202 and AFI 91-204.
- Develop and maintain a unit flight safety continuity folder according to host flight safety office directives.
- Maintain unit flight safety bulletin boards.

8.1.1. Full-time safety professionals are authorized safety offices at the wing, select centers, and groups. Each AIA organizational commander not assigned a professional safety manager functions as the unit's "Chief of Safety."

The commander should appoint a USR to develop, implement, and manage the organizations internal safety program.

8.1.2. All AIA units develop and manage their internal safety. program according to agency requirements. Safety professionals at the wing, centers, and groups establish program guidance and criterions, and distribute this guidance to their subordinate organizations.

8.2. Safety professionals at the wing, centers, and groups establish formal processes and procedures to ensure all subordinate units investigate and report mishap reports according to AFI 91-204.

8.2.1. (Added) Safety professionals at the wing and centers submit an AF Form 740. **Ground Mishap and Safety Education Summary Report**, to HQ AIA/SE by the fifth duty day of the following month (that is, January report is due 5 February.). Safety, professionals accumulate all relevant data from all subordinate units. Monthly data is maintained by each safety office.

NOTE: AIA units not aligned under a safety office at the wing, centers, or groups (for example; 544th Intelligence Group (544 IG) and 497th Intelligence Group (497 IG)) submit their AF Form 740, directly to HQ AIA/SE.

8.3.1. The commanders assign safety program management responsibilities and appoint, in writing, an individual to manage the unit's mishap prevention program. This individual has the responsibility and authority to act for the commander on occupational safety and health matters. The commanders appoint one or more assistants to maintain continuity, and keep workloads within reasonable limits. Commanders brief newly appointed USRs on their duties and responsibilities.

- **(Added)** Ensure development of a unit ground safety management folder.

8.3.1.1. (Added) Ensure, when possible, the USR assigned, enlisted, officer, or civilian, with a minimum grade of E-6 or above, has at least 12 months retainability.

NOTE: This requirement does not apply to units classified as remote.

8.3.1.2. (Added) Maintain a master log containing pertinent data from all ha7-ard reports received. The master log is used to determine the current report status and shows what action is completed or pending.

8.3.1.3. (Added) As a minimum, recommend supervisors conduct monthly spot inspections of their respective workcenters. The USRs conduct spot inspections of all unit facilities and workcenters monthly. Frequency of inspections are determined by evaluating the potential for injury and, or the damage to the facilities or work it presents. The facilities and workcenters presenting a higher potential are inspected more frequently. The safety professionals at the wing, centers, and groups are empowered to establish spot inspections frequencies for their subordinate units.

8.3.1.4. (Added) Require the USRs and supervisors maintain inspection records (AIA Form 137) for 24 months.

10.1.3. (Added) Each organization employing, handling.. maintaining, storing, installing, or removing explosives appoints an ADESO or NCO. The primary role for the ADESO or NCO is to work with the host installation explosive safety, officer on items that affect the unit and to keep the commander informed.

10.1.3.1. An AIA ADESO or NCO.

- Coordinates on all local written procedures affecting explosive operations and performs annual reviews.
- Reviews and validates the unit's comprehensive plan for explosive safety, clear zones, at the end of each fiscal year and forwards a copy to the safety manager at the wing, centers, or groups and an information copy to HQ AIA/SE, 102 Hall Blvd Ste 203, San Antonio TX 78243-2027.
- Ensures all required personnel receive explosive safety training.
- Prepares explosive DDS safety inspection checklists unless provided by, HQ AIA/SE or HQ AIA /SO.

10.1.3.2. To remain aware of planning and activities on the base that affect explosive safety, the unit ADESO or NCO conducts documented initial and annual reviews of explosive-related operating instructions, emergency procedures, deployment plans, operation plans (OPLAN), operation orders (OPORD), and local directives

involving the storage, handling, and inspection of explosives DDS. Reviews documentation retained by the OPR or OCR.

10.1.3.3 The ADESO or NCO briefs the new commander on all explosive waivers, exemptions, deviations, and corresponding corrective action within 60 days of the commander's arrival. Include a risk assessment for each **waiver**, exemption, or deviation. In addition, the ADESO or NCO briefs the commander on mitigating compensatory actions approved and levied by the Department of Defense Explosives Safety Board (DDESB) for explosives operations and locations under various scenarios.

10.2.1. The ADESO or NCO reviews and processes the subelements listed in this paragraph. The following item is required on the unit comprehensive plan:

- Prohibited zones for base explosives are identified in DOD 6055.9-STD, AFMAN 91201 (formerly AFR 127-100), and AFI 32-1026 (formerly AFR 86-5 and AFR 86-14).

10.2.2. Ensures development of unit explosive safety management folder.

10.6. Explosive safety training conducted during other formalized training such as explosive and weapons academics may satisfy requirements for training if lesson plans are approved by the installation explosive safety officer. Qualified instructors may submit a request to the ADESO or NCO for this training.

10.6.1. **(Added)** Lesson plans and tests:

- The unit, working in conjunction with the host base safety office, develops a written, comprehensive lesson plan which includes workcenter peculiarities, for explosive safety training. The OPR coordinates any additions or changes to the lesson plan with the host base safety office. Additionally, according to AFMAN 91-201, nuclear surety lesson plans require HQ AIA/SE approval. The ADESO or NCO reviews each lesson plan prior to implementing and annually. The ADESO or NCO develops a training program with lesson plans for unit-required personnel training.

A3.4.4.1. (Added) The safety offices at the wing, centers, or groups:

- Review HATRs to determine the adequacy of the investigations and validate recommendations.
- Forward the results of HATR investigations on to involved on responsible action agencies and OPRS.

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Vice Commander

COMMANDER'S UNIT GROUND SAFETY PROGRAM

A5.1. Commander's Unit Ground Safety Program. The AIA ground safety, program depends on effective commander and unit ground safety programs. Establishing a commander's safety, program is highly recommended; it allows for direct control and management of squadrons and units within the organization. The majority of hazard abatement actions are the direct responsibility of the functional manager, to provide the ground safety program from the commander level down to the individual. Establishing a commander's safety council is recommended to emphasize and manage the safety program. The commander's support of the unit's mishap prevention program enhances combat capability and readiness preparedness.

A5.2. The unit commander:

A5.2.1. Maintains overall responsibility for the unit ground safety program and assists in program management.

A5.2.2. Selects an officer, NCO, or civilian knowledgeable in the unit's mission and activities and has a minimum of 1 year retainability at the time of selection. Makes selections by letter. Makes four copies; forwards the first copy to the host installation safety office, forwards the second copy to the appropriate wing, center, or group, retains the third copy, in the unit ground safety management and continuity folder, and forwards the fourth copy to HQ AIA/SE, Chief of Safety. The commander at the unit with multiple operations, activities, or locations may appoint a ground safety representative who is responsible to the unit ground safety representative for managing the program -within their area of responsibility.

NOTE: Does not apply to AIA organizations assigned a full-time safety professional.

A5.2.2.1. Releases unit ground safety personnel to attend training and meetings as specified in this instruction.

A5.2.2.2. Conducts a monthly review of the unit ground safety program with the unit safety representative (USR). Records the review according to paragraph A5.4.

A5.2.2.3. Identifies and schedules personnel to attend Course V, see AFI 91-207.

A5.2.2.4. Ensures all personnel are scheduled to attend the required training according to AFI 91-207 and AFI 91-301.

A5.2.2.5. Obtains a briefing on AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Program* (formerly AFR 127-12). and implements it in the unit.

A5.3. Additional Duty Safety Representative (ADSR).

A5.3.1. Upon appointment, attends training scheduled by the host or support installation safety office.

A5.3.2. Briefs the commander, monthly, on the status of the ground safety program. The briefing is informal and updates the commander and any key members of the organization on the unit's mishap experience, inspection results, education activities, and the pros and cons of the overall mishap prevention program.

A5.3.3. Conducts safety self-inspections according to AFI 91-202 or as determined by the local ground safety office. Transfers hazards identified on the safety inspection report to AF Form 3, **Hazard Abatement Plan**. Forwards copies of the inspection reports with discrepancies and action taken or planned to the ground safety office for processing. The ground safety office provides checklists during unit inspections to be used as guides.

A5.3.4. Conducts an aggressive hazard reporting program according to AFI 91-202, chapter 4. Ensures AF **Form 457, USAF Hazard Report**, and instructions are readily available to all personnel. Posts this form and instructions to safety bulletin boards as one method of accomplishing this requirement.

A5.3.5. Disseminates mishap prevention information such as mishap summaries, bulletins, messages, special subjects for inspection, and seasonal safety programs.

A5.3.6. Provides current and meaningful materials to supervisors for their use.

A5.3.7. Maintains a ground safety program management folder. As a minimum, the folder contains the following tabs:

- Tab A: Index.
- Tab B: Appointment Letters.
- Tab C: Safety, Policy, Letters.
- Tab D: Annual Inspection Reports.
- Tab E: Annual Spot Inspection Log (AIA Form 137).
- Tab F: Inspection Checklists,
- Tab G: Hazard Reports.
- Tab H: Mishap Reports Log and AIA Form 68. Class D Group Mishap Report (LRA).
- Tab I: Safety Meeting Minutes,
- Tab J: Listing of Applicable AFOSH Standards.
- Tab K: General Correspondence.

A5.3.8. Establishes written internal ground mishap reporting procedures and notifies the host and support installation safety office of all "reportable" ground mishaps.

A5.4. Ground Safety Program Management Folder. This folder provides the USR with a one-source document for records retention. The USR reviews the contents of the folder each quarter to eliminate outdated material, and if retention of an item is questionable, asks the local safety staff or safety office at the wing, centers, or groups for guidance.

A5.4. 1. Each USR:

A5.4.2. Maintains a safety program management folder containing copies of official records filed in another location. If the official file is accessible, no copy is needed in the management folder.

A5.4.3. Ensures the ADSR assists in establishing unit workcenter folders (if deemed necessary) and that the ADSR ensures composition is adequate and standardized throughout the organization.

A5.4.5. Conducts and documents facility inspections, discrepancies, status (open and closed), findings, interim abatement action, and corrective actions.

A5.4.6. Establishes and implements an organizational wide program to report mishaps, property damage, and first aid incidents. Submits to the responsible wing, centers, groups, or HQ AIA/SE, as applicable, a detailed report describing all actions originating with the incident through up-channeling of completed reports. Mishap reports are maintained for 24 months.

A5.4.6. Periodically, evaluates the program to determine if unit personnel are being trained according to AFI 91-301, paragraph 7.2.4, and if appropriate documentation, and AF Form 55, **Employee Safety and Health Education Record**, is completed and maintained according to AFI 91-301/AIA Sup 1.